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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

December 19, 1942

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 5 (Revised)

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Issuance and clearance of forms.

To prevent duplication and variation from standards, it is necessary that all forms, other than Announcement and Offer forms, which are developed in this branch be cleared through a central point.

It is the responsibility of the Authorities and Procedures Section to examine all reporting or information forms or questionnaires, regardless of whether for general distribution or for use within this branch, and to assign branch numbers to approved forms. The Duplicating Section will not act upon any requisition until a form number has been assigned.

Three copies of each form, the original to be initialed by the Chief of the division preparing the form, shall be forwarded to the Authorities and Procedures Section, where the duplicating requisition will be prepared and a Special Commodities Branch number will be assigned.

H. C. Albin

F-917

